

## Notification for – Chief Vigilance Officer (CVO) @ J&K Bank (On Contract)

Applications are invited from eligible candidates for one post of Chief Vigilance Officer on Contract basis on following terms:

**1. Eligibility (as on 05.12.2022):**

**Age:** - Maximum 63 years.

**Experience Required:**

- Minimum 05 years of experience in Vigilance/Disciplinary matters of which minimum 03 years should be in Senior Management (DGM and above).
- Clean track record, proven integrity and ability to inspire confidence among employees in the organization.
- Deputy General Manager/General Manager of any PSB (in service).
- Officer retired as DGM/GM of any PSB.

➤ Officers of parent organization are **not eligible** to apply for this post.

**2. Job Description:**

- To invariably review all pending matters, such as investigation reports, disciplinary cases and other vigilance complaints/cases on monthly basis and take necessary steps for expediting action on those matters;
- CVO would be required to furnish a report on the vigilance activities in the Bank to the Board through MD & CEO on periodic basis;
- To devise and adopt appropriate methods to collect information about any malpractice and misconduct among the employees;
- Close liaison between the law enforcement authorities and the administrative authorities.
- To examine in detail the existing Rules and procedures of the Organisation with a view to eliminate or minimise the scope for corruption or malpractices;
- To identify the sensitive/corruption prone spots in the Organisation and keep an eye on personnel posted in such areas;
- To plan and enforce surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices;
- To maintain proper surveillance on officers of doubtful integrity;
- To ensure prompt observance of Conduct Rules relating to integrity of the Officers;
- To ensure speedy processing of vigilance cases at all stages;
- To ensure processing of Inquiry Reports for final orders of the Disciplinary Authorities is done properly and quickly;
- To ensure that the competent disciplinary authorities do not adopt a dilatory attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire; and

- To ensure that cases against the public servants on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time.
- Roles and Responsibility/ Job Profile is illustrative, however, the role of CVO is exhaustive and in addition to the above, he/she may be assigned additional assignment under CVO domain by the Board of the Bank from time to time.
- Key Responsibility Areas (KRAs) will be assigned based on Roles and Responsibilities.

### **3. Terms of Engagement:**

#### **i. Nature of Engagement:**

The engagement shall be purely contractual in nature and equivalent to General Manager level in the Bank, for a period of three (03) years, with yearly performance review. The term of engagement may be extended at the option of the Bank.

#### **ii. Perks & Facilities:**

Perks & facilities shall be paid as applicable for the post of General Manager of the Bank but will not be limiting factor for the right candidate & will be negotiable.

#### **iii. Other Facilities and Leave Details:**

Travelling, Halting and lodging expenses and reimbursement of monthly mobile bill shall be payable as per entitlement to General Manager of the Bank. There shall be no other perk and perquisites. The official shall be entitled to leave of 30 days during a financial year which will be granted for genuine and appropriate reasons subject to approval of Competent Authority as per rules of the Bank. The official will be permitted leave on pro-rata basis in a given financial year. The leave not availed during a financial year will lapse and will not be carried over to the next financial year.

#### **iv. Other Terms and Conditions:**

- Contractual appointment shall be whole time and contractual appointee shall not take up any assignment with any other organization during the period of contract with the Bank.
- The engagement shall not be construed as an employment in the Company and the Official is not eligible to claim Provident Fund/Bonus/Gratuity/Pension during the period of contract or thereafter.
- In case either party decides to terminate the contract, for any reason, one month's notice or one month's remuneration shall be required to be paid for the same.
- Any action instituted by either party arising out, will only be brought, tried and resolved in the applicable courts having jurisdiction in the Union Territory of J&K at Srinagar.

### **4. How To Apply:**

Candidates are requested to submit duly filled application form along with all the credentials via mail on [recruitment@jkbmail.com](mailto:recruitment@jkbmail.com) by or before 20.12.2022. Application form to be submitted is available on Bank's website [www.jkbank.com](http://www.jkbank.com) under careers tab.

### **5. Call Letter For Interview:**

Intimation/ call letter for interview will be sent by email. NO HARD COPY WILL BE SENT.

**6. Other Terms And Conditions:**

Applicable as per rules of the Bank.

**7. Selection Process:**

The selection will be based on shortlisting and interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate to be called for interview. The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut-off marks (common marks at cut-off point), candidates will be ranked according to their age in descending order, in the merit list.

**8. Place of Posting:**

The appointee shall be placed at Corporate Headquarter, M.A. Road, Srinagar.

- *All future announcements/details pertaining to this process will only be communicated through registered Email-ID of the applicant.*
- *The Bank reserves the right to reject any application/candidature at any stage, cancel the whole process, or change the selection process upon exigencies or otherwise, without assigning any reason thereof.*
- *Candidates shortlisted for interview/interaction will appear at designated interview venue on their own cost/expenses.*

No.: HRD/Rectt/2022-1669

Dated: 05.12.2022

Sd/-

General Manager-HR